

SENATE LEGISLATIVE PAGE INFORMATION

The Legislative Page Program in the Idaho State Senate is for high school seniors between the ages of 17 and 19 only. Students apply in the summer and fall for placement in the upcoming winter session. A committee of legislators reviews all applications in early December and accepted applicants will be notified by mail. Contact the Secretary of the Senate to request an application, 208/332-1309.

LEGISLATIVE SESSION

The regular legislative session convenes on the Monday closest to the 9th of January and continues until *sine die* adjournment, sometime in mid to late March. The regular session is divided into two sections – first half, January to the middle of February and second half, from the middle of February through *sine die* most likely the end of March– with each group serving five to six weeks.

Legislative Pages must have special written permission from their school administrator to be excused from classes. A letter of approval must be sent to the Senate with the Page's completed application, along with the names of the school principal and advisor. This information must be sent with the signed acceptance form and payroll information before their arrival in Boise.

COMPLETION OF TERM

Each Page is expected to complete the length of time stated in their "Letter of Acceptance" because of the work schedule organized at the beginning of the session. A letter of recommendation will not be sent if the term is not completed. Only illness or family emergency would constitute an early release from this commitment. The Senate works on both President's Day and Martin Luther King Day. We most likely will be in session during the traditional spring break from school. Please do not plan trips or vacations on these days.

Please take care of routine medical and dental needs before you start your commitment to the Senate. Regular work hours are 8 a.m. to 5 p.m. Those who work for committees that have early morning meetings may be required to come in at 7:30 a.m. Please don't plan on participating in team sports, plays, musical groups, etc., that will require practices after 5 p.m. particularly during the second half of the session. As the end of the session draws near, we often work after regular hours.

For absences other than illness, a leave request form must be filled out and submitted to the Sergeant at Arms.

HOUSING

Arrangements and expenses for housing and transportation are the responsibility of the student and their parents. Options for housing might include friends, family, members of your religious affiliation, or home school groups. If there are vacancies available, the BSU dorms are an option. For BSU housing information, call Patti Anderson at 208-447-1003.

SALARY

Pages currently receive a salary of \$6.10 per hour and are paid every two weeks (every other Friday). Under the present biweekly payroll system, the first salary check is not received until three to four weeks after the session has started and the last salary check is received two weeks after employment ends. The usual deductions of federal and state tax and FICA will be withheld from your salary. Be prepared to send a photocopy of both your social security card and your drivers' license with your acceptance letter so necessary payroll arrangements can be made. You will be provided with a pager that must be returned undamaged at the end of your term or you will be charged \$45 for a replacement.

HOMEWORK GUIDANCE

Arrangements for excused absences, class assignments, and any scholastic assistance, such as tutoring, are the sole responsibility of the student. School work is to be done and sent back to your schools. The Sergeant at Arms will proctor exams that are sent from schools.

RESPONSIBILITIES

Pages perform a variety of duties under the supervision of the Sergeant at Arms. Duties include maintaining Senate and House bill books, journal binders, delivering messages, running errands, making copies, and assisting the legislators and staff in offices and committee meetings. Pages are required to remain in the Chamber whenever the Senate is in session to perform various tasks for the Senators, Sergeant at Arms, and the Secretary of the Senate.

DRESS CODE

The Senate has a strictly enforced dress code for both Senators and staff. The same adherence to the code is expected of Senate Pages. Violation of the dress code will result in the Page being sent home for the day, thus missing pay for that day. Attire should be in a manner fitting the decorum of the Idaho State Senate. Neither girls nor boys are allowed to wear levis or sweat suits while on duty.

All Pages will be required to wear a red sweater vest that is provided by the Senate. This vest must be worn at all times when the Pages are on duty.

Girls are expected to wear a white blouse, white turtleneck, or white sweater, with either black, navy blue, gray, or khaki skirts or long pants. Shorts, "low-rider" slacks or skirts, tight-fitting skirts, and low-cut necklines are not permitted. A skirt must be no more than two inches above the knee when seated.

Boys are expected to wear a white shirt and necktie, with black, navy blue, gray, or khaki slacks. Boys must shave every day and have a conservative hair style. A short sleeve white shirt can be worn, and if a long sleeve shirt is worn, the sleeves must be rolled down and buttoned at the cuff. The top button of the shirt must be buttoned with the tie pulled up tight.

Because of the nature of the work, good walking shoes appropriate for business attire should be worn. High-heeled shoes may not be over two inches and flip-flop sandals are not allowed.

No visible tattoos or body or facial piercing jewelry will be allowed including tongue piercing studs. Pierced earrings for girls are allowed as long as they are few in number and conservative in nature.

Please discuss the dress code with your parents so there will be no questions regarding the standard of dress.

USE OF TOBACCO, ALCOHOL, AND DRUGS

In compliance with Idaho State law, the Senate has a ZERO tolerance policy regarding the use of tobacco, alcohol, and drugs for Senate Pages. Therefore, while serving in the Idaho State Legislature, a violation of this policy may result in immediate dismissal.

If you wish additional information, or if you have any questions, please feel free to call the President Pro Tempore's office in Boise, 332-1300, Jeannine Wood, Secretary of the Senate at 332-1309, or Sarah Jane McDonald, Sergeant at Arms, 208-332-1400 or 208-938-1329.

Parent/Guardian Signature

Date

Senate Page Signature